

Town of Richmond
105 Old Homestead Highway Richmond, NH 03470
P: (603) 239-4232
www.richmond.nh.gov

Building Permit Application Packet

Please read attached instructions carefully.
Incomplete applications will not be accepted.

Please note that permit of occupancy form must be approved by
the Board of Selectmen before occupying building/ addition/ residence.

Driveway construction requires a separate permit.

For your information

Fire Department603-239-4466

Cheshire County Sheriff's Office603-355-2000

In case of emergency dial 911

Selectman's Office603-239-4232

Town Clerk603-239-6202

Tax Collector603-239-6106

Emergency Management603-239-6589

BUILDING PERMIT PROCESS

1. Applicant receives application form (online, by mail, or pick up in office).
2. Applicant completes application and submits to Selectmen's office during open hours.
 - a. Does the application contain a plot plan? Dimensions of plot included?
 - b. Are the setbacks clearly noted?
 - c. Does the application contain a building/floor plan?
 - d. Is a wetlands plan attached?
 - e. Is a construction plan attached?
 - f. Is the property card attached? (Request this from office staff).

Please refer to section 1203.1 for complete list of what needs to be submitted with the application.

3. Building Permit Application is reviewed for completeness, according to ordinance. Please
leave contact number in case any addition information is required.
4. Building Permit Application is submitted to the Board of Selectmen for approval or denial at
their next scheduled meeting.
5. Office staff notifies applicant of Board's decision and directs the applicant accordingly.

ARTICLE 12: ENFORCEMENT & ADMINISTRATION

1201 Authority

It shall be the duty of the Board of Selectmen, and the Board is hereby given power and authority, to enforce the provisions of this ordinance.

1202 Building Permits

The Board of Selectmen shall issue all building permits requested when such are in accordance with the provisions of this ordinance. The Board of Selectmen may make a reasonable charge for such permits. All such permits shall be valid for a period not exceeding one (1) year from the date of issuance. If the applicant has not completed the proposed construction or received an approved certificate of occupancy within the one (1) year time limit, the applicant must renew his building permit by applying for a renewed building permit. If the applicant has not started construction within the prescribed time period, the building permit shall expire and shall not be renewed. If a building permit expires, the applicant must submit a complete new application, including the payment of all applicable fees. If the Selectmen fail to renew a building permit for any reason, they shall notify the applicant of their decision and the reasons related thereto within ten (10) days of the expiration of the original permit or the date the application for renewal is received, whichever is later. Notice of refusal to renew a building permit shall be mailed to the applicant by certified mail. Depending upon the nature and conditions for not renewing a building permit, the Selectmen reserve the option to resolve the matter by:

1. Renewing the building permit after the applicant has satisfactorily agreed to resolve and/or correct the conditions, which led to the permit not being renewed Or
2. Requiring the applicant to apply for a new permit subject to all applicable application procedures and fees.

1203 Building Permits Required

A building permit shall be required prior to the erection, addition, alteration, relocation or conversion to apartments of any building or structure or portion thereof. Building permits are not required for detached structures with a floor area equal or less than one hundred (100) square feet. It shall be unlawful for any person to commence work for the erection, addition, alteration or relocation of any building or structure until a permit has been approved and issued by the Selectmen. No building permit shall be required for normal maintenance activities, minor repairs and minor alterations that do not structurally alter or change a building or structure. No building permit shall be issued for a lot with a private septic system until an approved septic system permit has been obtained from the NH Water Supply and Pollution Control division. [Rev- March 12, 1996]

1203.1 Application for a building permit: All applications for building permits shall be accompanied by plans and submitted by the owner or his agent, and shall show: [Rev- March 14, 2000]

- A. The actual shape and dimensions of the lot to be built on;
- B. The size and location on the lot of the building(s) or structure(s) to be erected or altered;
- C. The location of all setback lines- front, side and rear;
- D. The location of all septic system facilities and well(s) dimensions to setbacks; [Rev- March 14, 2000]
- E. The location of wetlands and surface water; and [Adopted March 11, 1997]

F. Multi-family dwellings, conversion to multi-family dwellings, cluster developments of more than two dwelling units and structures associated with special exceptions require site plan review and approval by the Richmond Planning Board before issue of a building permit. [Adopted March 11, 1997]

G. Dimensional floor plan. [Adopted March 14, 2000]

1203.2 All buildings, building components and structures shall comply with the State Building Code, and the State Fire Code. The construction design, structure maintenance and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, maintenance, removal or demolition of all structures and buildings previously erected shall be governed by the provision of the State Building Code according to State Law RSA 155-A: 2. The standards including definitions established by the most recent entity the Life Cycle Code, NFPA Doc. Shall take precedence over all standards in the State Building Code relative to means of egress. All new buildings shall conform to the requirements of the State Fire Code. [Rev- March 14, 2006]

1204 Occupancy Permit

An approved occupancy permit shall be required before any new dwelling/building/structure or existing dwelling/building/structure that has been structurally altered can be occupied. The occupancy permit shall be applied for, by the owner or his agent when the construction for which a building permit was issued has been completed. The occupancy permit shall be issued within ten (10) days after the erection or alteration of the dwelling/building/structure, or portion thereof, has been completed and after an inspection by a member of the Richmond Fire Department designated by the Board of Selectman showing that it is in conformance with accepted fire safety standards. [Rev- March 12, 1996]

1204.1 Occupancy permits are required for the following:

- A. The occupancy of a new building or structure.
- B. The occupancy of any existing building that has been structurally altered or relocated.
- C. The change in the use of an existing building or structure.
- D. Any change in the use of a nonconforming use or structure.

1205 Enforcement

Upon any well-founded information that this ordinance is being violated, the Board of Selectmen shall take immediate steps to enforce the provisions of this ordinance by seeking an injunction in the superior court or by any legal action.

405 Lot Frontage and Yard Requirements

The following are considered to be minimum requirements that may be expanded based on specific circumstances and conditions. [Adopted- March 12, 2013]

405.1 Frontage – Two hundred and fifty (250) feet on a road (class I, II, IV, or V) or approved subdivision road. [Rev- March 12, 1996] [Rev- March 14, 2000] [Rev- March 12, 2013]

405.2 Front setback – Fifty (50) feet from the edge of the public right-of-way. [Rev- March 12, 2002] [Rev- March 12, 2013]

405.3 Side and rear setbacks – Twenty-five (25) feet from the property line. [Rev- March 12, 2002] [Rev- March 12, 2013]

405.4 Lot size – Three (3) acres. [Rev- March 11, 1997] [Rev- March 12, 2013]

405.5 Each lot shall have an area within the lot capable of containing a square of at least 250 feet per side. [Rev- March 12, 1996] [Rev- March 14, 2000] [Rev- March 12, 2013]

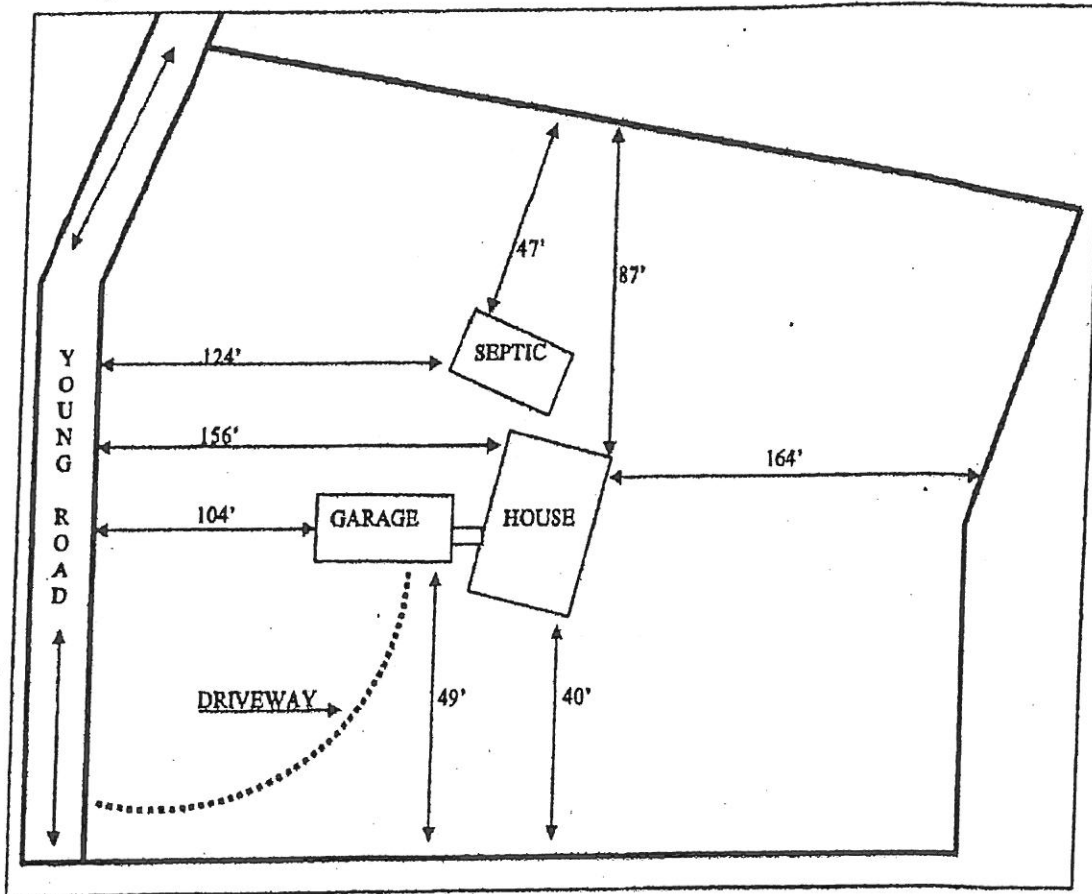
405.6 Dimensional Requirements for Septic Systems and Wells **405.6.1** Septic systems may not be closer than 75 feet from a well or from the Wetlands, or 37.5 feet from an abutter's property line and 50 feet from the edge of the public right-of-way. [Rev- March 12, 2002] [Rev- March 12, 2013] [Rev-March 11, 2014]

405.6.2 Wells may not be closer than 37.5 feet from an abutter's property line and 50 feet from the edge of the public right-of-way, or 75 feet from any part of a septic system. The 75-foot radius around a well must be entirely located on its own lot, unless granted written permission by the abutting property owner. [Rev- March 12, 2002] [Rev- March 12, 2013]

SAMPLE PLOT PLAN

NAME: _____ DATE: _____

ADDRESS: _____



INSTRUCTIONS: Please fill in all the blanks. Sketch the plot plan showing the location and setbacks of all buildings, the well, the septic and all lot line setbacks. Please show any right of ways or main thoroughfares.

SIZE OF LOT: _____ FRONTAGE: _____ ft DEPTH: _____ ft

DISTANCE FROM RIGHT OF WAY LINE: _____ SIDELINE: _____

DISTANCE FROM REAR LINE: _____ SIDELINE: _____

*Applicant's Signature _____ Date: _____

TOWN OF RICHMOND, NH
BUILDING PERMIT FEE SCHEDULE

MARCH 2021

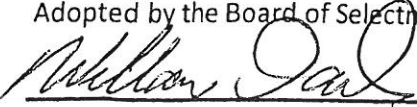
Residential Construction

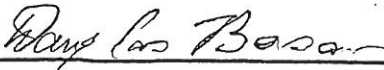
New Construction/Home	\$200.00
Addition 101 Sq. Ft. – 200 Sq. Ft.	\$50.00
Addition 201 Sq. Ft. and up	\$100.00
Residential Accessory Buildings-Sheds <= 100 Sq. Ft. Includes Garages, Outbuildings, Decks, Etc.	\$0.00
Residential Accessory Buildings-Sheds 101 Sq. Ft. – 200 Sq. Ft. Includes Garages, Outbuildings, Decks, Etc.	\$50.00
Residential Accessory Buildings-Sheds 201 Sq. Ft. & up Includes Garages, Outbuildings, Decks, Etc.	\$100.00
Swimming pools, demolition, driveway, in-ground structures, Solar arrays/panels, and any other structures not mentioned above	\$50.00

ALL CONSTRUCTION MUST COMPLY WITH ZONING REGULATIONS

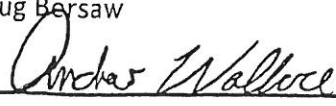
Adopted by the Board of Selectmen

Date
3-1-21


William Daniels


Doug Bersaw

3/1/21


Andrew Wallace

3/1/21

Andrew Wallace



TOWN OF RICHMOND, NH BUILDING PERMIT APPLICATION

Permit No. _____
Date Received _____ Date Issued _____

TO BE COMPLETED BY APPLICANT

Name of Applicant _____
Address of Applicant _____
Phone Number of Applicant _____
Email address _____

(If owner and applicant are different, consent of owner must be attached.)

Name of Property Owner _____
Address of Property Owner _____
Phone Number of Owner _____

MAP _____ Lot _____ LOCATION _____

*Type of Bldg. Improvement (circle one) New Addition Renovation Replacement or
Demolition (must comply with DES regulations)

*Type of structure (circle one) Residential Seasonal
(circle one) Single Family Outbuilding Renovation Deck/Porch Other _____

Description of work to be performed: _____

Estimated Start Date Completion Date Cost of Construction _____

***ZCO MUST be notified PRIOR to pouring concrete foundations for location verification.
Contact ZCO, Richard Drew @ rpddrewllc@gmail.com.**

ALL PERMITS REQUIRE A PLOT PLAN AND FLOOR PLAN

*Contractor Name & Address: _____

*Contractor Phone Number: _____

*Owner consent Attached _____ *Building/Floor plan submitted _____

*Construction plan submitted _____ *Septic plan Attached _____

*Plot plan submitted _____ *Driveway permit _____

*Energy Audit Attached _____ *Wetlands plan Attached _____

*Property Card Attached _____

ZCO Initial _____ Comments _____

TO BE COMPLETED BY SELECTMEN Granted _____ Denied _____ Fee \$ _____

Reason for denial _____

_____, _____, _____

Once permit is approved and issued by the Board of Selectman fees are non-refundable. Permit expires 1 year from the date of
issuance.